



IDAHO DEPARTMENT OF
HEALTH & WELFARE

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INFORMATIONAL LETTER #2002-19

DATE: December 6, 2002

TO: ALL HEALTH CARE PROVIDERS

FROM: DEBBY RANSOM, R.N., R.H.I.T., Chief
Bureau of Facility Standards

SUBJECT: NURSE AIDE REGISTRY HAS GONE ON LINE 24/7

The Department in partnership with D&S Diversified Technologies, d.b.a. Headmaster, is pleased to announce the Idaho 24/7 On Line Nurse Aide Registry.

This web site may be accessed 24 hours a day, 7 days per week, by visiting <http://www.hdmaster.com>. Providers will be able to verify the current registry status of applicants. The provider will also be able to rapidly identify when an applicant has a substantiated complaint of abuse, neglect, or misappropriation of resident property.

Registry records may be searched by name, social security number, registry number, or nurse aide records with a substantiated (valid) finding of abuse, neglect, or misappropriation of property. Information on the database will be updated on a regular basis by Idaho Nurse Aide Registry staff. You may wish to do a screen print of the verification information for your files. The print screen will include the date you performed the verification and last date the registry was updated.

To access the web site to verify CNA registry, type this URL address: <http://www.hdmaster.com>. Then

- Click on **Licensing and Certification** (upper center of screen)
- On left of screen, click on **Idaho**
- Click on **Registry**

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To determine if a person is currently on the Idaho Nurse Aide Registry, enter any of the following information in the box above the **Submit Search Request** button, then click on the button:

- Applicant's full Social Security Number (SSN) [numbers only, no dashes], **OR**
- Applicant's LAST NAME and FIRST NAME [all CAP letters, no commas, a "--" between names is permitted, such as BROWN-OLSON: LAST name only will work, too] **OR**
- Applicant's registry number [either all eleven digits, or the last eight digits is acceptable]

More than one search can be done at each use. After doing one search, just click on New Search to return to the initial search screen. Enter the new information requested. Forms may be selected by clicking on the appropriate type of form and then printing it.

Assistance with accessing the website and searching is available to you by contacting D&S Diversified Technologies at (800) 393-8664 or by contacting the Idaho Nurse Aide Registry staff at (208) 334-6620 or (800) 748-2480.

If no record is available for the CNA for whom you are searching, you will need to contact the Idaho Nurse Aide Registry at (208) 334-6620 or (800) 748-2480 for assistance.

Other information available at this site includes

- CNA test site schedules,
- Test candidate forms,
- Testing forms,
- Test site forms, and
- Test proctor forms.

These forms are in PDF format, which allows them to be printed but cannot be completed online. The web site also provides the telephone numbers for contacting the Idaho Nurse Aide Registry (800) 748-2480 or (208) 334-6620. These telephones are available only during usual State office hours, 8 AM – 5 PM, Monday through Friday.

If you have any questions you may contact the Idaho Nurse Aide Registry at (208) 334-6620 or (800) 748-2480, e-mailing your questions to IDNAP@idhw.state.id.us, or writing to: Idaho Nurse Aide Registry, Division of Medicaid–DHW, PO Box 83720, Boise, ID 83720-0036.

DEBBY RANSOM, R.N., R.H.I.T., Chief
Bureau of Facility Standards

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cc: Idaho Health Care Association
Idaho Assisted Living Association
Idaho Hospital Association
Idaho Association of Community Options and Resources
Idaho Association of Home Health Agencies